



U.S. Citizenship
and Immigration
Services

Self Check A Service of E-Verify

www.uscis.gov/selfcheck

www.uscis.gov/selfcheck/espanol

April 2014

Purpose

- To discuss the importance & use of Self Check

Key Topics

- How does Self Check apply to you?
- Background on E-Verify and Self Check
- Self Check Process Overview

What is Self Check?

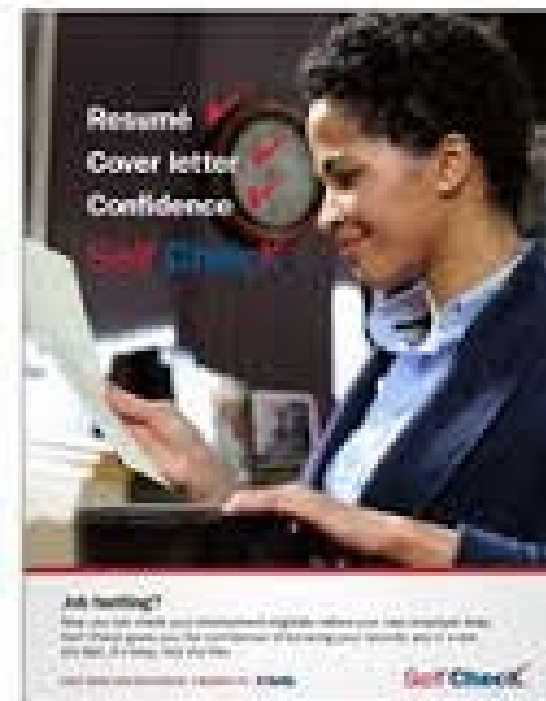
- Self Check is the FREE and SECURE online service that lets you make sure your records are accurate BEFORE an employer checks your employment eligibility
- Self Check is now available nationwide and is also available in Spanish!
- www.uscis.gov/selfcheck/espanol



Bienvenido a Self Check.

How does Self Check apply to you?

- All employers are required to verify the **identity** and **employment eligibility** of everyone hired in the United States
- Employers use E-Verify at more than **1.5 million** hiring sites in the U.S.
- Self Check lets **you** verify the same records employers check in E-Verify



What is E-Verify & how does it work?

- E-Verify is a web-based service operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that lets enrolled **employers** electronically verify the employment eligibility of their newly hired employees
- E-Verify use is voluntary for most employers



Employers Use It!

- U.S. employers have run more than **12.9 million** cases through E-Verify in FY2014
- Over **98.81%** of cases receive an immediate Employment Authorized response

Self Check Background

- Requested by Congress in late 2009
- Self Check is a voluntary, fast, free and simple online service that allows an **individual** to check his or her employment eligibility
- It was implemented in three phases, beginning with an initial launch to 5 states plus the District of Columbia in March 2011, and a second implementation to 16 additional states in August of 2011
- Self Check is now available **nationwide**
- Since the launch of Self Check in March 2011, over **406,452** transactions have been run in Self Check

Comparing E-Verify and Self Check

	E-Verify Program	Self Check Service
Audience	U.S. businesses	U.S. workers
Purpose	Verify employment eligibility of workforce	Check your own employment eligibility
System Security	Employer registration process and user accounts	Identity assurance process on each use
Legislative Mandate	Required in certain states and for most federal contractors	Voluntary; results cannot be used against you
Availability	50 states and U.S. territories	50 states and U.S. territories

Benefits of Self Check

Self Check gives you

- An opportunity to learn about the employment eligibility verification process
- Access to the same information your next employer may find
- If necessary, guidance to resolve a mismatch between the information you provide and the data in your records
- Confidence when you are looking for a job that your records are in order

Self Check helps employers by allowing U.S. workers to confirm their employment eligibility is accurate **before** being checked by an employer

What does Self Check tell me?

- Self Check lets you know if your employment eligibility is in order on the date you use it
- If the employment eligibility verification information you provide Self Check does not match the government records checked, you will see a notice of mismatch
 - A mismatch in Self Check does not necessarily mean you are not authorized to work in the United States
 - Following up on a Self Check mismatch is not required, but doing so lets you know why there is a mismatch and how to correct it

Proper use of Self Check

Self Check does not give users a work authorization credential

- All employers must still verify the employment eligibility of new hires using the Form I-9, Employment Eligibility Verification
- E-Verify employers must still verify the employment eligibility of new hires using the Form I-9 and run new hires through E-Verify

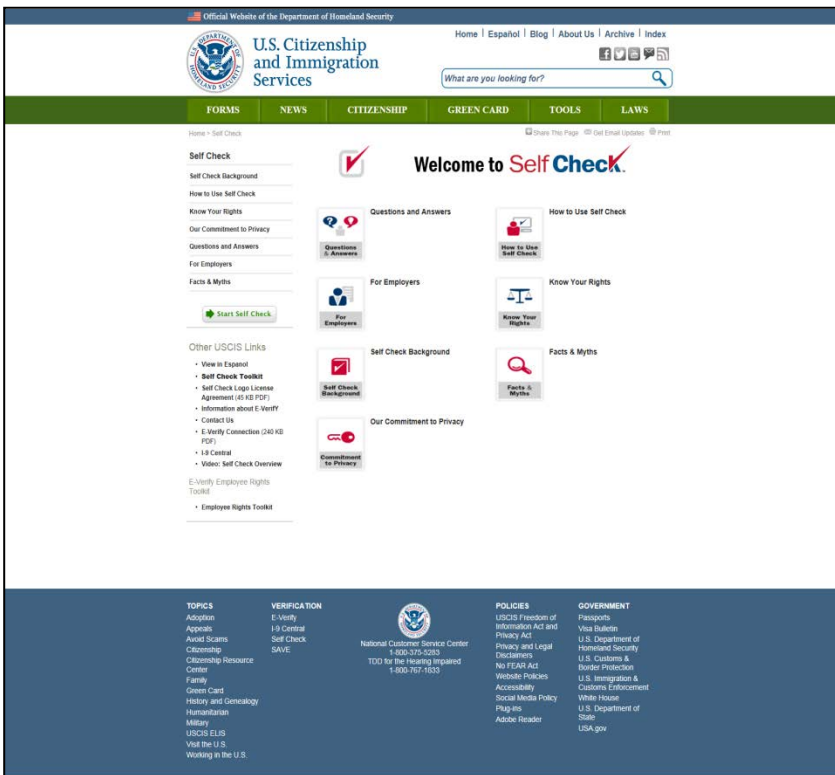
No one can require the use of Self Check

- If an employer or potential employer requests proof of a Self Check query, notify the Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices at (800) 255-7688

PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

Note: Web Application participants are not able to receive or respond to the poll.

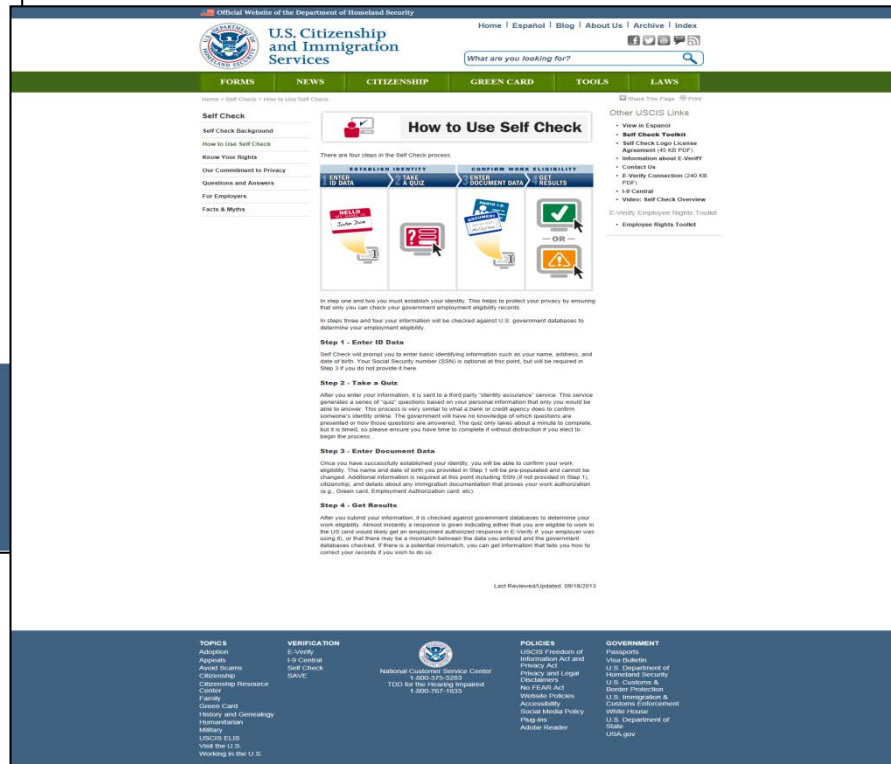
Self Check website



Website:

www.uscis.gov/selfcheck

www.uscis.gov/selfcheck/espanol



How Self Check works



Self Check ID data entry

Website:

<https://selfcheck.uscis.gov>

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By accessing, viewing, or using Self Check, you are agreeing to use this service in compliance with the Terms of Use and Privacy Statement below and all applicable laws and regulations. To use the Self Check service, you must accept these terms of use by checking the box at the bottom of this page.

Terms of Use

discretion, to change these terms of use at any time by posting revised terms of use on the site. It is the viewer's responsibility to check periodically for any changes DHS may make to these terms, conditions and use restrictions. Continued use of this site following the posting of changes to these terms, conditions and use restrictions means you accept the changes.

By using this website, you agree to be bound by any such revisions and should read these terms of use each time you seek access to the Self Check Service.

Privacy Statement:

employer for processing in E-Verify. The information collected from you is dependent on your citizenship status and your document choices but could include: Social Security Number, Citizenship Status, Alien Number, Passport Number, I-94 Number, and for Permanent Resident or Employment Authorization Document (EAD) Card Number. This is the information that is used to determine employment authorization in the E-Verify process. This process is the same process as the basic E-Verify query and is described in the E-Verify PIA, dated May 4, 2010.

We reserve the right to change this Privacy Statement at any time.

☐ By clicking this box, the "Continue in English" or "Continuar en Español" button, and using this site, you agree to do so in compliance with these terms and conditions and all applicable laws and regulations. If you do not agree to these terms, you cannot use Self Check.

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U.S. Department of Homeland Security - dhs.gov U.S. Citizenship and Immigration Services - uscis.gov Accessibility

Self Check

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Cancel Self Check

ESTABLISH IDENTITY **CONFIRM WORK ELIGIBILITY**

1 Enter ID Data 2 Take a Quiz 3 Enter Document Data 4 Get Results

Enter Your Identifying Information

The information that you enter below will be used by a third party identity assurance service to generate questions. Every Self Check user is required to answer these questions to ensure that an individual is only allowed to perform an employment eligibility check on his or her own records. The name and date of birth entered below will be "locked in" for use in the employment eligibility check later.

*All fields marked with an asterisk are required.
Please click any question mark icon below to view additional instructions.

Name : *First Name : MI : *Last Name :

Date of Birth : *Year : *Month : *Day :
Select ... Select ... Select ...

Social Security Number : *_____. _____. _____

Address : *Street :

*City : *State : *Zip Code :
_____ Select ... _____

Neither the Department of Homeland Security nor any component Agency or program will know the questions you are asked or the answers that you choose. In addition, all information entered above will be deleted from the Self Check system at the end of your session. Once we know from the identity authentication service that you have proven your identity, we are ready to let you query government databases and determine your work eligibility.

Details about the Self Check policy are located in the privacy statement found on the previous screen.

Please review the information above before proceeding.

[Continue](#)

U.S. Department of Homeland Security - dhs.gov U.S. Citizenship and Immigration Services - uscis.gov Accessibility

Identity Proofing Quiz

ID Proofing Question

You are visiting an independent, secure, identity assurance service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

Please do not use the Back button on your browser during this process. If you do, your session will be terminated and you will have to start over.

A series of questions will be presented to the user, one per page

- ☐ The user can only select one of these options as the correct answer
- ☐ The user can only select one of these options as the correct answer
- ☒ Answer selected by the user
- ☐ The user can only select one of these options as the correct answer

Submit

ID Proofing Question

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Submit

Completing your Identity Assurance Quiz

Be sure to:

- Enter all required information correctly
- If something is unclear, use the helper text 
- Read each question thoroughly and answer carefully
- Complete the quiz in a timely manner; you are given 60 seconds to answer each question
- If a question does not relate to you or none of the other answers are correct, select “None of the above”

Get Results Employment Authorization Response

The screenshot shows the 'Self Check' interface. At the top, the 'Self Check' logo is displayed with a red checkmark. Below the logo, a progress bar indicates four steps: 1. ENTER ID DATA, 2. TAKE A QUIZ, 3. ENTER DOCUMENT DATA, and 4. GET RESULTS. Step 4 is highlighted with a green checkmark. The main content area is titled 'Work Authorization Confirmed' in red. It addresses a user named Thomas, stating that his information has been confirmed as eligible to work in the United States. It also provides instructions on what to do if hired by an E-Verify participating employer and what to do if not instantly authorized. A disclaimer states that this does not guarantee future E-Verify success and that users should keep their records up to date. The process concludes with a thank you message.

Self Check

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Know Your Rights
Commitment to Privacy
Questions and Answers

1 ENTER ID DATA 2 TAKE A QUIZ 3 ENTER DOCUMENT DATA 4 GET RESULTS

Work Authorization Confirmed

Thomas,

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States.

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you will most likely be instantly work authorized when your employer checks your information using E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer checks your information using E-Verify that may cause you to get a mismatch. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for completing the Self Check process!

Get Results

Possible Mismatch

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How To Use Self Check

Know Your Rights

Our Commitment To Privacy

Questions and Answers

For Employers

Self Check™

ESTABLISH IDENTITY

CONFIRM WORK ELIGIBILITY

1 Enter ID Data

2 Take a Quiz

3 Enter Document Data

4 Get Results

Possible Mismatch with Government Information

Thank you for checking on your work authorization information through Self Check. Unfortunately we were not able to automatically verify the information you provided against the government databases used by Self Check.

What does this mean?

- In order to make a final determination, Self Check staff needs to manually review database records
- This does not mean that you are not work authorized. It simply means we have to check the data manually before giving you an answer.

What can you do?

1 SELECT "PLEASE REVIEW" BUTTON

2 READ & PRINT LETTER

3 CALL DHS

- SELECT "REVIEW" BUTTON** - If you want us to further review your work eligibility, please indicate by clicking the "Please Review" button below. Please note that this is not required, but is necessary if you would like us to continue a review at this time.
- READ AND PRINT LETTER** - Once you request additional review, read and print the letter which provides a summary of the issue and detailed guidance around your next steps.
- CALL DHS** - Once you have read and printed the letter, please follow the instructions in the letter to call DHS to begin the review process.

Please Note: Do not simply run another Self Check query. Doing so will produce the same result you obtained as a result of this query.

Please Review

No Review Requested

Notice of Possible Mismatch

Self Check

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Questions and Answers For Employers

Notice of Possible Mismatch with Department of Homeland Security (DHS) Records

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<u>Beene, David</u> Name (Last Name, First Name, MI)	<u>01/11/2012</u> Date of Mismatch
<u>A999999932</u> Employee's A Number or I-94 number	<u>2012011145633UV</u> Case Verification Number

Instructions

Why You Have This Notice

Self Check just compared the information you provided against the Department of Homeland Security's (DHS) immigration record databases as part of the process to assess your work authorization status.

You received this Notice because there may be a mismatch between the data you entered and the data in your DHS records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

A Self Check mismatch can occur for various reasons, including:

- Your information must be manually checked by a DHS representative before confirming work authorization;
- Your personal data and/or document information may have been recorded incorrectly in DHS records;
- Your information may not have been updated in DHS records at the time your information was checked in Self Check;
- Your citizenship or immigration status may have changed; or
- Your record may contain another type of error.

Avoiding unnecessary Self Check mismatches

- If something is unclear Click the **Question Mark Helper Text** icon located throughout the Self Check web pages to reveal the helper text

Hyphens/apostrophes are permitted (prefixes and name stems)	Suffixes are not permitted (Jr., Sr., III, etc.)	Periods are not permitted	Always enter the surname in the "Last Name" field
De La Cruz O'Donoghue Lopez-Garcia	Correct: Garcia Incorrect: Garcia, Sr.	Correct: St John Incorrect: St. John	Employee's Name: Nguyen Mai Correct: Nguyen Incorrect: Mai

Avoiding unnecessary Self Check mismatches (Cont.)

*All fields marked with an asterisk are required.
Please click any question mark icon below to view additional instructions.

Help - Complex Surnames

- Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).
Example:

Correct

De La Cruz

O'Donoghue

Lopez-Garcia
- Do not include suffixes. This includes Jr., Sr., III, etc.
Example:

If you don't see your state in the drop down menu, click here

Avoiding unnecessary Self Check mismatches...

- Make sure you have your identity and work authorization documents with you before you begin
- Use unexpired, up-to-date identification documents
- Make sure you have entered your information accurately
- If you changed your name recently, be sure to update your records with DHS and SSA
- If you naturalized or changed your immigration status recently, be sure to visit SSA and update your records
- Avoid using aliases or nicknames and use only official name as reflected on your government records

Self Check Toolkit

Official Website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

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For Employers
Facts & Myths

Self Check Toolkit

Tool	Description
<p>Press Releases, Blogs, and Fact Sheets</p>	<p>News and social media activity about Self Check</p> <p>See Self Check press materials:</p> <ul style="list-style-type: none"> • USCIS Announces Expansion of E-Verify Self Check • DHS Secretary Janet Napolitano promotes Self Check during testimony • USCIS Launches Spanish-Language Version of E-Verify Self Check • USCIS lanza versión en español de E-Verify Self Check <p>Read our blogs about Self Check:</p> <ul style="list-style-type: none"> • The Wait is Over - E-Verify Self Check is Now Available Nationwide • USCIS Blog: Why I Used Self Check • USCIS Blog: Alejandro Mayorkas introduces E-Verify Self Check <p>Fact Sheet:</p> <ul style="list-style-type: none"> • USCIS Launches Spanish-Language Version of E-Verify Self Check
<p>Self Check Flyer</p>	<p>The Updated Self Check flyer is available to view, print, share, and post in the following languages:</p> <ul style="list-style-type: none"> • English • Spanish
<p>Self Check Brochure (BI-Fold)</p>	<p>The Self Check Brochure is available to view, print, share, and post in the following languages:</p> <ul style="list-style-type: none"> • English • Spanish

Resources for Self Check & E-Verify

Self Check

- Self Check Website: www.uscis.gov/selfcheck and www.uscis.gov/selfcheck/espanol
- To run a Self Check query: <https://selfcheck.uscis.gov>
- Self Check Service Line: (855) 804-0296; (877) 875-6028 (TTY number)
- Self Check Email: everifyselfcheck@dhs.gov

Mismatch/Records-related Questions

- National Customer Service Center: (800) 375-5283; (800) 767-1833 (TTY number)

E-Verify

- E-Verify Website: www.dhs.gov/E-Verify
- E-Verify Email: E-Verify@dhs.gov
- E-Verify Employee Hotline: (888) 897-7781
- [Employee Rights Toolkit](#)

Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices

- DOJ OSC Website: www.justice.gov/crt/osc/
- DOJ OSC Hotline: (800) 255-7688

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback

COMMENTS ON OUR WEBINAR?

Send to:

Francine.L.Hill@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify